

# Prince of Peace Lutheran Church

Roseville, Minnesota

## CHURCH BYLAWS

Approved by the Congregation at its semi-annual meeting on June 26, 2011

### SECTION I

(Constitution, Chapter 2)

We are *claimed* by the love and grace of a creative, triune God. We are *gathered* in community centered in Jesus Christ, to worship God, by nurturing all ages in faith, and by our fellowship with one another. We are *sent* as disciples to live out our faith as we care for God's world, inspiring others to follow the way of Jesus Christ.

### SECTION II

(Constitution, Chapter 10)

#### The Congregational Meeting

1. All congregational meetings shall open with the Word of God and prayer and shall close with prayer.
2. The President of the congregation shall preside at the congregational meetings unless the meeting otherwise decides.
3. In the following cases the vote shall be by ballot:
  - a. To adopt or amend the Articles of Incorporation, Constitution, or Bylaws of this congregation.
  - b. To sever official connections with a pastor.
  - c. To suspend or dismiss any other officer of the congregation or congregation council member.
4. The order of business at the semi- annual meeting in January shall be:
  - a. The minutes
  - b. The reports of the
    - i. Pastor(s)
    - ii. Congregation President
    - iii. Congregation Life Area and Committee Chairs
    - iv. Treasurer and Auditing Committee
    - v. And other reports
  - c. Old Business

- d. New Business
- e. Elections
5. The order of business at the semi-annual meeting in June shall be:
  - a. The minutes
  - b. Old Business
  - c. New Business
    - i. Presentation of proposed annual budget
    - ii. Other business
6. The Secretary of the Congregation, at the request of the President of the Congregation, shall at each congregational meeting provide the president with the correct alphabetical list of the voting members.
7. In all matters not specifically provided for herein, procedure shall be according to "Robert's Rules of Order".
8. The Semi-Annual Meetings shall be held in January and June.

## **SECTION III**

**(Constitution, Chapter 8)**

### **REMOVAL FROM MEMBERSHIP DUE TO INACTIVITY**

Membership as defined in chapter eight (8) of the Constitution may be terminated for inactivity. Inactivity shall be defined as not communing for three (3) years; according to the Treasurer of the Congregation has not contributed for a period of three (3) years; and evidence of non-attendance or refusal of pastoral contact. The Congregation Council should make an attempt to contact prior to termination.

## **SECTION IV**

**(Constitution, Chapter 11 and 12)**

### **DUTIES OF OFFICERS AND CONGREGATION COUNCIL**

The congregation shall be careful and conscientious about selecting candidates for all position. These individuals shall have shown themselves to be righteous, faithful, judicious, earnest and diligent Christians, truly interested in the Kingdom of God and fully aware of their high responsibilities to Prince of Peace and to the community at large.

#### **The Congregation Council**

It shall be the duty of the Congregation Council to assist the Pastor(s) in the spiritual care of the congregation. It shall be the duty of the Congregation Council to promote a Christian sense of

stewardship among all members of the congregation. It shall be its duty to see to it that the House of God is not diverted to any uses contrary to its character.

## **Officers of the Congregation**

A brief but not inclusive list of duties is:

1. **President**-Preside at congregational and Congregation Council meetings, make designated appointments, work with the Pastor(s) in leading the congregation, its officers, committees and members at large.
2. **Vice President**-Substitute for the President when absent, assume significant responsibilities and committees assignments by appointment or election.
3. **Secretary**-It shall be the duty of the Secretary to keep minutes of the meetings of the congregation to preserve its archives and to keep the minutes of the Congregation Council.
4. **Treasurer**-The Treasurer shall be the custodian of all funds of the congregation, local and synodical, and disburse all such funds in accordance with the authorization given by the Congregation Council and/or congregation. The Treasurer shall present a duly audited account of the financial status of the congregation to the semi-annual meeting in January, a proposed balanced budget at the semi-annual meeting in June and a monthly report to the Congregation Council.

## **SECTION V**

(Constitution, Chapter 13)

### **ELECTED NON-OFFICER POSITIONS**

1. **Congregational Life Area Coordinators**-Serve on the Congregation Council and attend meetings as required. Participate in all activities of their area as required by the Continuing Resolutions.
2. **Youth and Young Adult Congregation Council Members**-Serve on the Congregation Council and attend meetings as required. Participate in other activities as required/needed.
3. **Committee Chairs**-The Committee Chairs shall participate in their respective committees as required by the Continuing Resolutions.
4. **Nominating Committee**-The Nominating Committee, together with the Pastor(s) shall prepare a list of nominations for all elected offices. This list shall be published and distributed to the congregation at least seven (7) days prior to the semi-annual meeting in January.
5. **Auditing Committee**-The Auditing Committee shall audit all financial accounts and report at the semi-annual meeting in January.

6. **Enduring Gifts Committee**-The Enduring Gifts Committed shall solicit and allocate the use of funds given as planned gifts to the Enduring Gifts Fund.
7. **Call Committee**-The Call Committee shall meet with the synod representative. They shall develop an interview process and make use of the Ministry Site Profile. They shall select candidate for interview, observe candidates in pastoral setting, and make a recommendation to the congregation. The Letter of Call shall be issued by the President of the Congregation meeting the requirements of C9.04 of the Constitution.
8. **Representative to the Saint Paul Area Synod (one year term)**-This position shall be responsible to:
  - a. Attend conference caucus to begin orientation to synod.
  - b. Meet with pastor(s) and delegates to prepare for issues at synod assembly.
  - c. Attend synod assembly as a voting member.
  - d. Report to congregation on experience and actions of assembly.

## **APPOINTMENTS**

1. **Executive Committee**-This committee shall be attentive to matters which may cross several committees or officer lines and serve the Pastor(s) and other staff as a small discussion group for matters not otherwise falling in a specific area of responsibility. The Executive Committee should be especially mindful of the need for long range building and program planning. The Executive Committee has no power to act without Congregation Council approval.
2. **Personnel Committee**-This committee shall make recommendations on matters of Pastor(s) and staff position descriptions, annual performance reviews, pay, benefits, hiring/dismissals and other Human Resource issues. The Personnel Committee has no authority to act without Congregation Council approval.

## **SECTION VI**

### **REPORTS OF ORGANIZATIONS**

All committees and organizations handling funds within the congregation shall submit accounts to the Congregation Council prior to the annual meeting for inclusion in the Annual Report.